

## CENTRAL INTELLIGENCE AGENCY

## INFORMATION REPORT

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COUNTRY	USSR	REPORT	
SUBJECT	1. Rules and Procedure for Leaving a Job 2. Leave Schedules for Soviet Workers	DATE DISTR.	21 July 1954
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This is UNEVALUATED Information

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THE SOURCE EVALUATIONS IN THIS REPORT ARE DEFINITIVE.  
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(FOR KEY SEE REVERSE)

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1. A law was passed by the Supreme Soviet of the USSR in August or September 1951 allowing workers to quit their jobs with or without the permission of the director of the enterprise in which they work. The law applies to all persons employed in civilian capacities throughout the USSR, except those persons who are members of urban or agricultural cooperative societies. The text of the law has not been published in the newspapers, and its existence has not been publicized. Despite this, everyone in the USSR knows about this law.

2. [redacted] the law was issued as a postanovleniye (decree) or as an ukaz (order), [redacted] as an amendment to Article 47 of the Kodeks Zakonov o Trude (Codex of Labor Laws). According to the provisions of this amendment, a worker desiring to be released from his job must write a request to the director of his place of employment. If this request is turned down or if it remains unanswered, a second request is sent in 30 days after the first request was submitted. Disapproval of or lack of action on the second request may be followed up by a third request to be submitted 30 days after the second. Failure to obtain a positive reply to the third request gives the worker the right to leave his job at the end of the third 30-day period.<sup>1</sup>

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3. A worker whose release from an enterprise has been approved is given an ukhodnyy list.<sup>2</sup> This is a check-out slip which must be taken to all sections of the enterprise so that the worker can be checked off. When completed, this form is turned in to the bookkeeper, who pays off the departing worker. The final step in leaving a place of employment comes when the worker receives his trudovaya knizhka (labor booklet) from the otdel kadrov (personnel section) of the enterprise. If the prinyat na rabotu cachet was entered in the worker's pasport at the time he was hired, the otdel kadrov will insert the uvolen s raboty cachet when he leaves.

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25 YEAR RE-REVIEW

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141  
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-2-

4. At the beginning of each year, the leave schedule for all employees of an enterprise is posted on the enterprise's bulletin board. This schedule is called the grafik. Leave periods, as set forth in the grafik, can be changed upon request. A few days before he is scheduled to take leave, an employee desiring to change his plans merely writes a request (zayavleniye) to the enterprise director. Such a request is seldom disapproved.

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